



DEPARTMENT OF CORPORATIONS

JOB OPPORTUNITY

Arnold Schwarzenegger, Governor

Preston DuFauchard, California Corporations Commissioner

Sunne Wright-McPeak, Agency Secretary

Release Date: June 23, 2006

CLASSIFICATION: **EXECUTIVE ASSISTANT**
1 Position, Permanent/Full-Time

FINAL FILING DATE: **July 7, 2006 or UNTIL FILLED**

SALARY: \$3072 - \$3734 per month

POSITION LOCATION: Position will be filled in Sacramento or San Francisco
Executive Office
1515 K Street, Sacramento or
71 Stevenson Street, San Francisco

DUTIES AND RESPONSIBILITIES – Under the general direction of the Commissioner, Department of Corporations, the Executive Assistant performs a wide variety of responsible, complex and confidential administrative and secretarial duties in support of the Commissioner. The Executive Assistant performs duties that require considerable confidentiality, initiative, tact, and strong interpersonal and organizational skills.

DESIRABLE QUALIFICATIONS:

- ◆ Service oriented with strong interpersonal skills (able to work well with staff at all levels).
- ◆ Strong organizational skills; ability to adjust to shifting priorities and meet stated deadlines.
- ◆ Ability to communicate effectively both orally and in writing.
- ◆ Knowledge of personal computers & familiarity with Word, Excel and other computer programs.
- ◆ Dependable with good attendance records.

WHO MAY APPLY – EMPLOYEES CURRENTLY AT THE EXECUTIVE ASSISTANT LEVEL, THOSE WITHIN TRANSFER RANGE OR WHO HAVE LIST ELIGIBILITY AND WHO ARE REACHABLE (IN THE TOP THREE RANKS), AND EMPLOYEES WITH SURPLUS OR SROA STATUS IN THIS CLASSIFICATION ARE ENCOURAGED TO APPLY. For further information regarding this position, you may contact Anthony Lewis, Chief Deputy Commissioner, at (916) 322-4728 or CALNET 8-492-4728. **PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification).

SUBMIT APPLICATION AND RESUME TO:

Department of Corporations
Human Resources Office
Attention: Kiley Hanchen (#05-EXEC)
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 327-8914 or CALNET 8-467-8914

RPA #05-EXEC ca

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

